

Department Series Report

30: Legislature

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
264#:Exec. Director of Legislative Council						
Schedule #: 826 1#:L.R.Files (Legislative Request Files)						
Chaptered laws: Amendments; Bills; Associated work papers; original requests.Hold in agency current year, then transfer to Records Center.	Paper	5/1/1990	Years	1	Years 3	Archives Current
Schedule #: 968 2#:Laws of Maine Page Proofs						
Page proofs for Laws of Maine-needed as a backup to check against printers copy for errors or discrepancies.	Paper	11/22/1991	Years	1	Years 2	Destroy Current
Schedule #: 968 3#:Administrative Files						
Miscellaneous office files including meeting agendas, lists of bills by legislator, routine correspondence (such as letters of transmittal), copies of interoffice memoranda, resumes of job applicants, bill drafting information, legislative and vacation schedules. Record copies of interoffice memoranda are maintained by the originating agency.	Paper	11/22/1991	Years	1	Years 2	Destroy Current
Schedule #: 968 5#:MRSA/Selected Administrative Files (History of Bills)						
Among the functions of the Office of Revisor of Statutes is legislative drafting and editing. This office is the point where all legislation is submitted to be produced in final form for introduction to the Legislature. This series includes: the history of bills to be submitted; background material of a potential bill; statistics and related correspondence.	Paper	11/22/1991	Years	2	No Retention 0	Archives Current
262#:House of Representatives						
Schedule #: 891 1#:House Calendar Papers						
Communications (Correspondence relating to House business); communications with attached reports; joint communications; joint communications with attached reports; joint orders; joint resolutions - House and Senate; House Orders.	Paper	12/7/1990	Years	2	Years 1	Archives Current
Schedule #: 891 2#:House Roll Calls						

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Description			Media	Last Updated	In Agency Retention	Rec Center Retention		Disposition	Status	
All House roll calls for both regular and special sessions of the Maine House of Representatives.			Paper	12/7/1990	Years	3	Years	1	Archives	Current
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Schedule #:	891	3#:House Advanced Journal and Calendar								
Ed Pert's (Clerk of the House) copies of the House Advanced Journal and Calendar.			Paper	12/7/1990	Years	2	Years	1	Archives	Current
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Schedule #:	994	4#:House Legislative Sentiment Forms								
House Legislative Sentiment Forms is an expression of Sentiment by the Maine Legislature. A Sentiment is usually congratulations for an accomplishment (a sports team, outstanding student, etc.) or an event such as the bi-centennial.			Paper	6/17/1992	Years	2	No Retention	0	Archives	Current
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Schedule #:	1065	5#:Journal of the House of Representatives								
The Journal of the House of Representatives is a record of communications received by the House Clerk. It is the actions taken by the House on items of Legislative business, and roll call votes. The Journal is maintained and indexed by the Clerk of the House.			Paper	9/21/1993	Years	0	No Retention	0	Archives	Current
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Schedule #:	1093	6AT:House Daily Session Cassette Tapes								
This series consists of cassette tapes made of each daily session of the House of Representatives. The tapes are created as a backup to the dictation system used to make transcriptions of the House proceedings are published first in unbound form, then in the bound Legislative Record after indexing prepared. Keep in Agency until transcribed.			Audio Tape	5/5/1994	Contingent Upon Event - See Description	0	No Retention	0	Archives	Current
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Schedule #:	1297	7#: Legislative Videos								
This series consists of 9 VHS video tapes. The time period covered appears to be 1989 - 1991. 6 of the tapes relate to the State of the State and include a democratic process. The Speaker of the House at that time, John L. Martin, was one of the democratic leaders responding. Another tape relates to the state budget and was recorded by Channel 13 News. Another tape appears to be an interview recorded by Channel 8. The final tape is a description of the Minnesota Legislative process and its impact. Keep in Agency until no longer needed.			Motion Picture	1/8/1999	Variable - See Description	0	Years	0	Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1639 8#:Photograph Negatives of the Legislature These are photographic negatives. They are original negatives from the original photographer. These negatives are a photographic record of the Maine Legislature. The Maine State Archives Imaging Center will use these negatives to reproduces photographs of the Legislature for the House of Representatives Chamber. The files contain the original negative of photographs taken of the 94th, 96th, 97th, 98th, 100th, 102th, 103rd, 104th, 106th, 107th, 108th, 110th, 111th, 112th, 113th, 115th, and 116th Legislatures.	Still Photograph	9/28/2005	No Retention	0	No Retention	0 Archives Current
268#:Law and Legislative Reference Library						
Schedule #: 833 4#:Patron Reference Requests-Law Library Forms showing patron name, address, phone number, information request, library response. Retain in agency 3 months.	Paper	5/16/1990	Retention of Less than 1 Year - See Description	0	No Retention	0 Destroy Current
Schedule #: 833 5#:Legislative Reference Requests-Law Library Forms showing of legislature or staff person (or constituent name if for a constituent, information request, library response.	Paper	5/16/1990	Years	2	No Retention	0 Destroy Current
Schedule #: 833 6#:Inmate Reference Requests-Law Library Forms showing inmate name and correctional institution, information request, library response.	Paper	5/16/1990	Years	2	No Retention	0 Destroy Current
Schedule #: 833 7#:Interlibrary Loan Requests-Law Library Forms and computer printouts showing materials this Library has requested from other libraries and marterials other libraries have requested from us.	Paper	5/16/1990	Years	1	No Retention	0 Destroy Current
Schedule #: 997 8#:Legislative Service File						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
A file of 3x5 cards giving the legislative serice rexcord of every member of the Maine Legislature from 1820 to present. The cards are filed alphabetically by the member's name. Each card generally includes the member's hometown, party affiliation, years of service in the House of Representatives or Senateand the Legislative district number. Some cards include notes such as the date the member resigned. Many cards are handwritten. The entire file continues to be updated by the staff of the Library. Retain in agency until no longer needed for reference.	Paper	8/11/1992	Contingent Upon Event - See Description	0 No Retention	0 Archives	Current
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Schedule #: 997 9#:State Law Librarian's Office Files						
Files include a variety of material relating to the administration of the Law and Legislative Reference Library and the Maine library community. Also included is material relating to the publication of Maine Laws, statutes and court reports. Administrative material includes correspondence; budgetary information; memoranda relating to library collections, services, personnel and automated systems, memoranda from the Exectutive Director of the Legislative Council; and notices and notes from meetings of Legislative Directors. Material relating to the Mainer library community includes minutes, notes and financial reports of the State court Library Committee; and minutres and reports of the Statewide Library Automation Committee and Consultant. material relating to publications is generally not current and includes correspondence with publishers and distribution information. Retain in agency 20 years or for 3 years after the selection of a new State Law Librarian.	Paper	8/11/1992	Years	20 No Retention	0 Archives	Current
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Schedule #: 1015 10#:Commission on Nursing Supply and Educational Accessibility Minutes						
The Commission's Office is two-fold: 1. To insure there is an adequate supply of nurses in Maine and 2: to phase out the title LPN and invoke a RN program with two levels; those with associate's degrees and those with baccalaureate degrees.	Paper	12/21/1992	Years	1 No Retention	0 Archives	Current
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Schedule #: 1097 12A:Confirmation Hearing Master Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Records generated during review of candidates named by the Governor for various appointed positions. After the nomination is made, a public hearing is held by the appropriate joint standing committee of the Legislature. The joint standing committee then reports to the Senate its recommendation as to whether the nomination should be confirmed or not. The full Senate considers and accepts or rejects this recommendation during a subsequent confirmation session.	Paper	5/2/2019	Contingent Upon Event - See Description	No Retention	0	Archives	Current	
Records include: 1) Paper files beginning in 1985 which generally include a resume of the nominee and any written testimony presented at the public hearing. Keep in Law Library until no longer needed for reference purposes, then transfer to Maine State Archives. 2) Recordings made during the public hearing. Media types include, audiotapes created from 1977 until 2017. CD's created from 2017 until present. Audiotapes are being transferred to CD, which are then loaded onto the Law Library servers and retained as digital audio.								
Public Hearing Recordings	Mixed	5/2/2019	Permanent or Indefinite	0	No Retention	0	See Description	Current
Schedule #: 1142 13A:Audit & Program Review Files - State Agency Justification Reports								
This series includes paper files prepared for the Joint Standing Committee on Audit and Program Review. Work session file include agendas, discussion by commissioners. Public hearing files include some of the materials and in addition may include fiscal notes, proposed legislation, draft recommendations of the Committee, testimony. Committee voting records, and committee reports (recommendations for passage).	Paper	1/24/1995	Years	0	No Retention	0	Archives	Current
Schedule #: 1142 13B:Audit & Program Review Files - Work Session and Public Hearing Files								
This series includes paper files prepared for the Joint Standing Committee on Audit and Program Review. Work session file include agendas, discussion by commissioners. Public hearing files include some of the materials and in addition may include fiscal notes, proposed legislation, draft recommendations of the Committee, testimony. Committee voting records, and committee reports (recommendations for passage). Transfer to Law Library then to Archives when no longer referenced.	Paper	1/24/1995	Years	0	No Retention	0	See Description	Current
Schedule #: 1181 1#:Legislative Record Bound Volumes								

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>The Legislative Record includes a full transcription of debate on the floor of the House and Senate during Regular, Special and Confirmation Sessions. Roll call votes are also reproduced in the Legislative Record. Full indexing is included for each session. The legislative Record is used by legislators and staff, judges, attorneys, and citizens who are researching the legislative history of a particular piece of legislation or other proposal, the contributions of an individual member, for procedural matters in the House or Senate.</p> <p>The Library receives shipment of Legislative Record bound volumes from the publisher, handles most distribution, and stores the remaining copies. As of this date, November 29, 1995, the latest published is 1986, volumes 1&2. A complete set of the Legislative Record is kept by the Law and Legislative Reference Library.</p>	Paper	11/29/1995 Years	0	No Retention 0	Archives	Current

Schedule #: 1236 2#:Supreme Judicial Court Relocation Commission Records

<p>This series is related to the work of the Supreme Judicial Court Relocation Commission and was compiled by Commission Member former Justice Ed Godfry. The Commission was created by 1987 Resolves, Ch. #107. Senator Ruth Foster served as the Chair. The Commission was charged with selecting and overseeing the work of a court planner and overseeing a design competition for a proposed Judicial center in Augusta. The types of records in this series include correspondence sent to Commission members; a roster, agendas, meeting summaries, a proposed time frame for the Commission's work. Proposals received from candidates for the position of court planner, records relating to the interview process, and a contract employing Space Management Consultants are also included. Documents received from the court planner are a large folded chart showing spatial relationships; planning and design assumptions; design guidelines; and a programming and planning final report. Also included are the Commission's draft and final reports and a site evaluation document. Miscellaneous items include a report of a visit to the New Hampshire Supreme Court Building by Commission member Godfrey (20 copies found); legislation and newspaper clippings.</p>	Paper	9/25/1997 Years	0	0	Archives	Current
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Schedule #: 1240 11#:Insurance Code Revisions Audio Tapes and Files

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
These materials on insurance code revision come from the Bureau of Insurance. Most of the items relate to the work of the Commission to Prepare a Revision of the Insurance laws and are dated form 1967-1968. Materials include 9 7 inch reel-to-reel audio tapes containing hearings testimony, three steno books summarizing remarks, and various paper files. Items in these files include correspondence, minutes, testimony, laws and drafts of legislation and some newspaper clippings. The employment contract for General Councel Robert D. Williams is in a separate file. discussion of proposed Ch. 57 (Hospital and Medical Service Corportations) is a transcript, possibly of one of the tapes. The 1969 Insurance Code Revision and the 1968 Draft are in separate binders. There is a separate file for the Commission to Prepare a Revision of Insurance law Relating to Insolvent or Delinquent Insurers, which includes items form 1973 to 1976. There is also a separate file for the Auto Insurance System Study cimmittee, which includes items from 1968 to 1970.	Paper	12/3/1997	0	0	Archives	Current		
Schedule #: 1240 22:Joint Standing Committee on Audit and Program Review Hearings on BIDE								
Joint Standing Committee on Audit and Program Review Hearings on BIDE	Audio Tape	12/3/1997	Years	0	Years	0	Archives	Current
Schedule #: 1240 3#:Trial Justice Criminal Dockets and Brunswick District Court Files								
This series is a box of materials discovered in the Law and Legislative Reference Library storage area. It includes 8 handwritten criminal docket books of Trial Justices Robert E. Powers. The entries in these books cover a time period from 1921 to 1952. Also included are Brunswick District Court files which include case load reporting forms, monthly revenue summaries, and statements of income. There is a file for each month of 1984 and one for February 1985.	Paper	12/3/1997	Years	0	Years	0	Archives	Current
Schedule #: 1259 23:Reference Desk Logs								
Library reference staff record each request in the log. Specific information includes the date of the request, the category of person making the request, the nature of the request, and the date completed with the initials of the staff number completing the request. A new log is started at the beginning of each month. Old logs are used to compile statistics relating to the number of requests per category of user. We generally do not refer to the logs again, but we would like to keep two years in our office in the event that we are adked to provide more detailed information about reference work.	Paper	3/28/1998	Years	2	Years	0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1358 20:Subcommittee on Drug Enforcement Oversight BIDE Meetings						
This series consists of 5 sound cassettes and two paper files from the Joint Standing Committee on Judiciary Subcommittee on Drug Enforcement Oversight. These materials relate to the investigation of allegations concerning the Bureau of Intergovernmental Drug Enforcement (BIDE). Files include meeting announcements, testimony sign-in sheet, handwritten notes, and a list of issues. See also related series: Joint Standing Committee on Audit and Program Review Hearings on BIDE Schedule 1240, Series 5AT.	Paper	10/13/2000	Years 0	Years 0	Archives	Current
This series consists of 5 sound cassetts and two paper files from the Joing Standing Committee on Judiciary Subcommittee on Drug Enforcement Oversight. These materials relate to the investigation of allegations concerning the Bureau of Intergovernmental Drug Enforcement (BIDE). Files include meeting announcements, testimony sign-in sheet, handwritten notes, and a list of issues. See also related series: Joint Standing Committee on Audit and Program Review Hearings on BIDE Schedule 1240, Series 5AT.	Audio Tape	10/13/2000	Years 0	Years 0	Archives	Current
Schedule #: 1358 21:The Legislative Process in Maine Photographic slides of the Maine House, Senate and Leg. Committees						
This series consists of approximately 880 photographic slides of the Maine Legislature, including photographs of the House and Senate chambers and committee hearings. These photographs may have been taken in connection with the production of the slide-tape show, "The Legislative Process in Maine."	Still Photograph	10/13/2000	Years 0	Years 0	Archives	Current
263#:Legislative Council						
Schedule #: 887 4#:Appropriations Committee Minutes						
	Paper	12/11/1996	Years 2	Years 4	Archives	Current
Schedule #: 960 7#:Original Bills of Legislature						
Original bills with sponsors' signatures and House and Senate stampings and any accompanying amendments. (Note: These are not the printed legislative documents) This is the original paperwork that leads up to the signed bills.	Paper	2/6/2007	Years 1	No Retention	0	Archives Current
Schedule #: 1262 10#:Legislative Council Minutes						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Legislative Council Minutes including audio tapes of the sessions.	Paper	4/9/1998	Years 10	Years 0	Archives	Current
263F:Legislative Council - Office of Fiscal & Program Review						
Schedule #: 887 3#:Audit and Program Review Files						
This office examines and reviews expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of legislation and analyzes appropriation requests. Files include: minutes, reports and information.	Paper	11/13/1990	Years 5	Years 5	Archives	Current
Schedule #: 887 5#:Fiscal Note Files						
Files include: Fiscal Notes, Legislative Documents, Amendments, and Departmental Impact Statements	Paper	12/11/1996	Years 1	Years 4	Archives	Current
Schedule #: 887 6#:Study Material (Fiscal & Program Review)						
Back-up material on studies staffed by OFPR. Included: correspondence, research data and reports.	Paper	11/13/1990	Years 1	Years 10	Archives	Current
263I:Legislative Council - Office of Legislative Information Services						
Schedule #: 1389 15:Committee Attendance by Legislators						
Legislative committee attendance by legislators.	Paper	1/8/2001	Years 1	Years 10	Destroy	Current
263P:Legislative Council - Office of Policy & Legal Analysis						
Schedule #: 1355 1:OPLA Policies & Management Materials Related to Legislative Operations						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
This office provides management and organizational support to presiding officers related to committee and other legislative management. This work involves analysis and reporting in order to develop legislative policies relating to committees - for example restructuring of committee, committee bill loads, staffing and scheduling. This material represents an important historical database and is used periodically, but infrequently when assessing current legislative policies and legislation. The records are used for historical purposes and to avoid reconstructing information periodically. The Director of OPLA and the principal analysts of OPLA use this information. Certain documents you would find in these files: international legislative and office orientation materials; schedules; committee restructuring analysis; workload analysis; staffing assignments/allocation/analysis; Legislative Council materials; committee deadlines and other rulings.	Paper	9/14/2000	Years 0	Years 12	Archives	Current
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Schedule #: 1392 3#:Budget Review Files						
These files contain the materials relating to the review of proposed agency budgets by the Legislature's policy committees and recommendations to the Appropriations Committees. Files include working papers of OPLA and Committee recommendations.	Paper	11/17/2016	Years 4	Years 4	Archives	Current
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Schedule #: 1393 4#:Files of Legislative Studies Directed by the Legislature						
These are the master files for studies staffed by OPLA. The files may contain the background materials, research information, drafts, staff memos, meeting summaries, testimony, reports and related information relating to legislative studies. These files include files relating to interim meetings of standing committees or subcommittees staffed by OPLA only if the meeting was held as a result of a specific legislative directive (bill, resolve or joint order); OPLA materials related to interim meetings not held as a result of legislative directive are handled pursuant to OPLA's general committee materials schedule # 1396. Files are kept in OPLA for the current biennium.	Paper	11/17/2016	Years 2	Years 4	Archives	Current
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Schedule #: 1394 5:Government Evaluation Act and Related Agency Oversight Files - OPLA						
These files contain documents related to the legislative oversight and review of state agencies and programs under the Government Evaluation Act (GEA), including analyses and working papers of OPLA.	Paper	2/28/2001	Years 2	Years 8	Archives	Current
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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1396 6#:Files for the Joint Standing and Select Committees Staffed by OPLA (LDs and other committee business)						
These files contain materials generated or collected by OPLA relating to the bills (LD's) considered by joint standing or select committees staffed by OPLA, including working papers and research materials, relevant testimony, analyses, staff memos, amendments and related materials. Files are organized by committee and within committees, numerically by LD#. These files also include materials generated or collected by OPLA relating to the major substantive rules filed by agencies under 5MRSA 8071 et seq., as well as rule reviews resulting from petition under 5 MRSA 11111 et seq. In addition, these files include materials relating to significant substantive matters taken up by committees that are not directly related to bills referred to the committee, including matters taken up during interim meetings, except those interim meetings held as a result of a specific legislative directive (bill, resolve or joint order); materials relating to interim meetings held as a result of a specific legislative directive are handled under the OPLA study schedule # 1393. Files are kept in OPLA for 2 years after the close of the Legislative Session. (Example: 125th Maine Legislature closed in 2012, records would be kept for 2 full years in OPLA until meeting its full retention time.)	Paper	11/17/2016	Years 2	Years 4	Archives	Current
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260#:Legislature						
Schedule #: 666 1#:Standing Committee Report Files						
Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; prposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Paper	2/2/1988	Years 3	No Retention	0	Destroy Current
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Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; prposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Roll Microfilm	2/2/1988	Years 50	No Retention	0	Destroy Current
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Schedule #: 666 2#:Special Committee Report Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; prposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Paper	2/2/1988	Years 3	No Retention 0	Destroy	Current
Documents used by Committee in preparing its reports for each Legislative session. Included are file copies of majority report and minority report; prposed legislation; statements of citizens and interested groups/organizations; surveys, calculations, statistical information; related correspondence. To be filmed 3 years after session, after which paper may be destroyed.	Roll Microfilm	2/2/1988	Years 50	No Retention 0	Destroy	Current
Schedule #: 711 29:Photographic Prints: Legislators						
Photographic prints of the Legislature.	Still Photograph	11/29/2017	No Retention 0	No Retention 0	Archives	Current
Schedule #: 711 3#:Photographic Prints: Speakers of the House						
Photographic prints of speakers of the house.	Still Photograph	12/5/1988	Years 0	No Retention 0	Archives	Current
Schedule #: 711 30:Photographic Prints: State House						
Photographic prints of the State House.	Still Photograph	11/29/2017	No Retention 0	No Retention 0	Archives	Current
Schedule #: 911 8#:County Budgets						
County budgets submitted to Legislature each year.	Paper	1/31/1991	Years 3	No Retention 0	Archives	Current
Schedule #: 1011 10#:Legislative Committee Master Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Files relating to each legislative proposal are created and maintained by clerks of each legislative committee. Each file includes a copy of the legislative document(bill), notice of public hearing, public hearing sign- in sheet, staff memoranda, fiscal note (if bill affects revenues), written testimony distributed at the public hearing, and proposed amendments, the vote of the committee and the signed report of the committee.	Paper	12/9/1992	Years 1	No Retention 0	Archives	Current
Schedule #: 1011 9#:Legislative Day Files						
This series consists of files, one for each day the Legislature meets. Each file includes a copy of the printed advance calendar and supplemental calendars with hand written notes of floor actions. This information is posted in the online legislative bill status system. This same information can also be found in the House and Senate Journals (3 copies prepared) and in the Legislative Record (published).	Paper	12/9/1992	Years 1	No Retention 0	Destroy	Current
Schedule #: 1374 24:Bound copies of the House Advance Journal and Calendar						
Bound copies of the Senate Advance Journal and Calendars are kept by the Clerk's Office as a historical reference on how items were taken up in the Senate Chamber, to use as samples. The Bound Copy of the Senate Advance Journal and Calendar contain a copy fo the daily calendar used in the Senate Chamber during	Paper	12/8/2000	Years 4	Years 0	Archives	Current
Schedule #: 1374 25:Bound Copies of the Senate Advance Journal and Calendar						
Senate Advance Journal and Calendars are kept in the Clerk's Office as a historical reference on how items were taken up in the Senate Chamber. The bound copy of the Senate Advance Journal and Calendar contains a copy of the daily calendar used in the chamber during session.	Paper	12/8/2000	Years 4	Years 0	Archives	Current
Schedule #: 1631 26#:Committee Clerk Handbooks						
These are the handbooks that the Committee clerks follow, containing the clerk's assignments for each standing committee. These books are guidelines that the clerks follow. The handbooks change from Legislative session to Legislative session.	Paper	5/27/2005	Years 2	Years 5	Archives	Current
Schedule #: 1631 27#:Committee Rules of Procedure						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
These are written rules that the Joint Standing Committees agree on at the beginning of each session. The rules are used to determine how business is conducted on a daily basis. These rules are not retained anywhere else. Legislators and staff may need to look back at previous years to determine how business was conducted. A typical file for one year will have a two page "agreement" from each standing committee.	Paper	5/27/2005	Years 2	Years 10	Archives	Current
261#:Senate						
Schedule #: 1130 1#:Files created by the Senate while in session						
These files are created by the Maine Legislature while in session. Files include: Communications between the Senate and the House; Dead Bills; Joint Resolutions and accompanying papers; Public Laws; Summary of Files; Confirmations; Calendars; Private and Special Laws; Constitutional Amendments; Resolves; Gubernatorial Appointments. Keep in agency during each legislative session plus 2 years.	Paper	12/16/1994	Years 2	No Retention	0 Archives	Current
Complete recordings of Senate sessions, to be transcribed in the written record.	Audio Tape	11/19/1996	Years 2	Years 5	Archives	Current
Schedule #: 1169 1:Legislative Audio Tapes-Senate Recordings						
The Legislative Record is a complete written record of the Senate Session proceedings.	Audio Tape	8/17/1995	Years 5	Years 5	Archives	Current
Schedule #: 1169 2#:Legislative Record--Senate						
The Legislative Record is a complete written record of the Senate Session proceedings.	Paper	11/19/1996	Years 2	Years 5	Archives	Current
Schedule #: 1169 3#:Senate Notation Books						
Books that record Senate Paper numbers; Books that include Senate Secretary's office receipts.	Paper	8/17/1995	Years 1	Years 5	Destroy	Current
Schedule #: 1169 4#:Senate Roll Calls						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Yea's and Nay's of Senators. (Recorded Senate votes for Regular, Confirmation and Special Sessions.)	Paper	8/17/1995	Years 5	Years 5	Archives	Current
Schedule #: 1169 5#:Senate Journals						
Record of Action taken and motions made during Senate sessions.	Paper	8/17/1995	No Retention 0	No Retention 0	Archives	Current
Schedule #: 1180 6#:Senate Signature Books						
When bills are taken to the Engrossing Department and to the Governor's Office for his signature, these are the records of the staf people who sign for possession of the bills. These records become important should a Bill be misplaced.	Paper	11/3/1995	Years 1	No Retention 0	Destroy	Current
Schedule #: 1180 7#:Unbound Senate Journal						
This is the Senate Journal Proof.	Paper	11/3/1995	Years 1	No Retention 0	Archives	Current
Schedule #: 1180 8#:Senate Secretary's Working Calendar						
These are the Senate Calendars that the Secretary of the Senate make her notes on. She uses these documents to verify the Senate written record and journal.	Paper	11/3/1995	Years 1	Years 1	Destroy	Current